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ORGANIZATION MANUAL

Functions and organization of the

SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION
FOR ASIA AND THE PACIFIC

SECRETARY-GENERAL'S BULLETIN

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: Secretariat of the Economic and Social Commission for Asia and the Pacific

1. The present bulletin describes the current functions and organization of the secretariat of the Economic and Social Commission for Asia and the Pacific.

2. Document ST/SGB/Organization, section K (II) of October 1975 is hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION
FOR ASIA AND THE PACIFIC

An overview

The predecessor of ESCAP, the Economic Commission for Asia and the Far East (ECAFE), was established by Economic and Social Council resolution 37 (IV) of 28 March 1947. The Commission was redesignated the Economic and Social Commission for Asia and the Pacific in accordance with Economic and Social Council resolution 1895 (LVII) of 1 August 1974.

Mandate

The broad functions of the secretariat of ESCAP are as follows:

To promote economic and social development through regional and subregional cooperation and integration;

To serve as the main general economic and social development forum within the United Nations system for the ESCAP region;

To formulate and promote development assistance activities and projects commensurate with the needs and priorities of the region and to act as an executing agency for relevant operational projects;

To provide substantive and secretariat services and documentation for the Commission and its subsidiary bodies;

To carry out studies, research and other activities within the terms of reference of the Commission;

To provide advisory services to Governments at their request;

To develop and execute programmes of technical cooperation;

To coordinate ESCAP activities with those of the major departments/offices of the United Nations at Headquarters and specialized agencies and intergovernmental organizations.

Organizational elements and their substantive functions

EXECUTIVE SECRETARY

Performs the functions of a head of department/office as described in the introduction of the Manual. In addition:

Ensures that the regional commission plays a major role in the development of the region and promotes the adoption of an appropriate strategy for the fulfilment of that role;

Discusses substantive issues and concerns of the Commission with member and associate member States, departments/offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations (NGOs) and other bodies, as appropriate;

Assists, advises and keeps the Secretary-General informed on matters concerning the Commission, and carries out any special tasks that may be assigned to him by the Secretary-General.

A. Office of the Executive Secretary

Performs the functions of a staff office as described in the introduction of the Manual.

A.1. Secretary of the Commission

Coordinates the preparation of the provisional agenda and documentation for the meetings of the Commission and its subsidiary bodies;

Assists the Chairman of the Commission in the conduct of meetings and provides secretariat services to the Commission and its subsidiary bodies;

Reviews the draft documents and ensures their timely submission to the Commission and its subsidiary bodies;

Maintains close contact with members of the Commission, the secretariat of the Economic and Social Council and other relevant entities.

B. Deputy Executive Secretary

Performs the functions of a deputy, as described in the introductory section of the Manual. In addition, the Deputy Executive Secretary:

Advises the Executive Secretary on all substantive and administrative matters concerning the secretariat and its work in the region;

Assists the Executive Secretary in the overall programme oversight, planning, coordination, direction and management of ESCAP activities to promote economic and social development and technical cooperation within the region;

Ensures the implementation of resolutions and decisions of the Commission, the Economic and Social Council and other intergovernmental organizations;

Assists the Executive Secretary in maintaining liaison with members and associate members of the Commission, United Nations organs and other organizations;

Undertakes any other tasks as assigned by the Executive Secretary.

B.1. ESCAP/UNCTAD Joint Unit on Transnational Corporations

Undertakes research on matters pertaining to the interrelationships between host developing countries and transnational corporations of the region on foreign investment and agreements, corporate profiles, industry structure, national laws and regulations, and contracts;

Promotes regional cooperation and disseminates information on the transnational corporations of the ESCAP region, their roles and contributions in interregional trade investment and technology transfer;

Undertakes joint activities with the United Nations Conference on Trade and Development (UNCTAD) at the regional level and conducts seminars and workshops to enhance the intraregional exchange of information;

Submits the proposed work programme and priorities on transnational corporations to the Commission at its annual sessions through the Commission on International Investment and Transnational Corporations.

B.2. United Nations Information Services Unit

Represents the Department of Public Information in Cambodia, Hong Kong, Lao People's Democratic Republic, Malaysia, Singapore, Thailand and Viet Nam;

Prepares press releases, feature articles and other information materials on ESCAP activities and programmes, projects and meetings;

Maintains liaison with the media and other United Nations information centres throughout the region in disseminating information on United Nations/ESCAP activities;

Manages information technology and provides/facilitates access to a range of computer-based data and information;

Organizes exhibits to commemorate special United Nations events;

Provides speakers, publications and audio-visual materials in relation to ESCAP activities;

Produces radio and television programmes and relays information for world-wide dissemination.

1. DEVELOPMENT RESEARCH AND POLICY ANALYSIS DIVISION

The Division provides analytical and research input into the work of thematic committees and undertakes in-depth studies on the region's socio-economic progress. It identifies the potential for regional economic cooperation, recommends appropriate policy options and assists member States in implementing measures to achieve such cooperation. The Division also follows up on the Delhi Declaration on Strengthening Regional Economic Cooperation in Asia and the Pacific towards the Twenty-first Century, and provides substantive and secretariat services to the Commission and its specialized bodies.

The Division consists of two sections: the Socio-economic Trends and Development Policy Analysis Section and the Least Developed Countries Section.

1.1. Socio-economic Trends and Development Policy Analysis Section

Reviews and analyses socio-economic trends and development strategies of the region and provides options and solutions for the prevailing development issues in the region;

Prepares the annual Economic and Social Survey of Asia and the Pacific and publishes the Asia-Pacific Development Journal;

Undertakes research on longer-term issues in the development strategies, plans and policies of countries in the region for promoting sustainable development, poverty alleviation and social equity;

Undertakes follow-up activities concerning implementation of the International Development Strategy and provides appropriate advice and assistance to member States;

Conducts studies on economic modelling and projections and on the development of interlinked modelling systems; carries out forecasting exercises on regional economic issues; and develops fiscal and financial mechanisms as national economic management tools;

Publishes Development Papers on selected development issues;

Undertakes, in coordination with the ESCAP/Pacific Operations Centre, research and studies on topics of special interest to the Pacific island developing economies, and provides technical assistance to member States, associate members and interested organizations;

Acts as a focal point for contact between ESCAP and small island economies of the region;

Prepares an annual survey of "Economic and social development in the ESCAP region";

Organizes training courses, workshops and seminars, as appropriate.

1.2. Least Developed Countries Section

Acts as a focal point in ESCAP for the provision of assistance to the least developed countries of the region;

Monitors the implementation of the Programme of Action for the Least Developed Countries for the 1990s;

Undertakes research and studies on topics of special interest to least developed countries and provides recommendations for their accelerated development;

Provides technical assistance to the countries concerned and organizes training programmes and advisory services on development planning and implementation, upon request.

2. ESCAP Pacific Operations Centre (ESCAP/POC)

Provides substantive and secretariat services to the Commission and to the Special Body on Pacific Island Developing Countries;

Maintains liaison with the Pacific island developing countries and ensures their active participation in ESCAP activities;

Provides advice to ESCAP on Pacific dimensions of programmes and projects and assists in organizing training courses, workshops and seminars in the Pacific subregion;

Provides advisory services to Pacific Governments at their request.

3. INTERNATIONAL TRADE AND ECONOMIC COOPERATION DIVISION

The Division provides assistance to the developing countries of the region in the implementation of recommendations emerging from various multilateral trade negotiations and reviews issues related to the expansion of trade in the region. The Division also provides advice for the improvement of trade performance, particularly for economies in transition, and the land-locked, least developed and island developing countries in the region. In addition, it promotes activities for mobilization of resources for expansion of exports and trade-related investments, with particular emphasis on improvement of accessibility to such resources by small and medium-scale exporters of the region.

The Division comprises two components: the Trade Policy Section and the Trade Promotion Section.

3.1. Trade Policy Section

Undertakes policy-oriented studies on the potential for the expansion of intraregional trade and economic cooperation;

Disseminates the results of such studies to members and associate members through workshops, seminars, and/or by rendering advisory services;

Promotes trade efficiency policies and measures and assists in the adoption of new technological development through the provision of advisory services, seminars, workshops and meetings;

Provides technical assistance to members and associate members on trade negotiations at the international, regional and subregional levels and on strengthening regional trade and economic cooperation;

Undertakes special studies and provides appropriate services for expanding and strengthening the trade capacity of the transitional disadvantaged

economies, land-locked, least developed and island developing countries of the region.

3.2. Trade Promotion Section

Undertakes studies and conducts training workshops and seminars to assist the development of trade in raw materials, minerals and commodities in the region;

Promotes institutional cooperative arrangements at the regional and subregional levels through dissemination of information on investment opportunities, technical assistance, training courses, seminars and meetings;

Strengthens trade and investment information services through the establishment of databases at the regional and national levels as well as providing technical assistance to member Governments of the region;

Prepares technical publications such as newsletters, guidebooks, handbooks and manuals on trade promotion and investment policies.

4. INDUSTRY AND TECHNOLOGY DIVISION

The Division is responsible for the promotion of industrialization and development of technological capabilities of the region by enhancing the competitiveness of the exportable manufactured products, through the provision of technical advice to the members and associate members of ESCAP. It provides advice on effective industrial and technological restructuring in the developing countries of the region and promotes regional complementarities in industrial activities. The Division also advises on new and innovative measures to promote domestic and foreign investments for industrialization and upgrading of technology, including technological capabilities.

The Division consists of two components: the Industry Section and the Technology Section.

4.1. Industry Section

Prepares studies on critical issues, problems and prospects of industrial development, structural changes and improvement of competitiveness of manufacturing in Asian and Pacific economies;

Conducts and sponsors research and studies on industrial development and initiates action on required follow-up activities;

Reviews the industrial development strategies, plans and policies of the countries of the region and provides proposals for the acceleration of the industrial development process;

Promotes domestic and foreign investments for accelerating industrial growth; suggests measures for improvement of the efficiency of public sector industries as well as enhancement of the role of the private sector in the industrialization of the region;

Organizes intergovernmental and expert group meetings, seminars and workshops on critical industrial development issues;

Assists members and associate members in formulating appropriate project proposals to relevant international organizations, donor countries and agencies;

Provides substantive support to ESCAP technical assistance projects and dispatches advisory missions to Governments of the region, upon request;

Promotes economic and technical cooperation among developing countries (ECDC-TCDC) at the international, regional and subregional levels;

Collects, compiles and disseminates relevant information on industrial development in the region;

Prepares and publishes various bulletins and newsletters on industrial and technological development matters;

Maintains close cooperation with the United Nations Industrial Development Organization (UNIDO) and the United Nations Development Programme (UNDP) and undertakes joint activities in specific areas of industrial development in the region.

4.2. Technology Section

Identifies issues related to technological development and conducts studies with a view to providing alternative strategies to the member Governments of the region;

Conducts studies on the introduction and use of emerging and environmentally friendly technologies, and on the building up of endogenous technological capabilities;

Organizes seminars, conferences, training courses, intergovernmental meetings and workshops on various issues related to technological innovations, development and transfer;

Keeps member States informed of the prospects for and implications of the acquisition and transfer of new technologies through the provision of advisory services, studies and publications;

Assists members and associate members in the formulation and funding of appropriate national/regional projects and provides information on the possible technical assistance that may be available for the effective functioning of these projects;

Prepares guidelines, training manuals and directories with a view to simplifying training methods;

Conducts collaborative and joint activities in the areas of technological concern to member countries with other relevant parties;

Provides substantive backstopping to the Asian and Pacific Centre for Transfer of Technology;

Represents ESCAP in the ACC Task Force on Science and Technology for Development and other relevant global and regional forums;

Maintains close cooperation with the Department for Policy Coordination and Sustainable Development, UNCTAD, UNDP, the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the World Intellectual Property Organization (WIPO).

5. ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DIVISION

The Division is responsible for establishing policies for environmentally sound and sustainable multi-sectoral development plans, the integration of environmental imperatives into the development process, the development of energy and natural resources and the reduction of natural disasters, taking into account technological and economic and demographic development. The Division also promotes interdisciplinary joint institutional action on the implementation of the Regional Strategy on Environmentally Sound and Sustainable Development. In addition, it promotes assessment, integrated development and management of water resources; and addresses the need for planned mineral resources exploration and development and responsible land use, through training, exchange of information, technical advice and the strengthening of relevant national and regional institutions. The Division also provides substantive and secretariat services to the Commission, the Committee on Environment and Sustainable Development and other intergovernmental bodies subsidiary to the Commission on matters relating to environment and natural resources management.

The Division consists of four sections and one unit: the Environment Section, the Energy Resources Section, the Mineral Resources Section, the Water Resources Section and the Space Technology Applications Unit.

5.1. Environment Section

Identifies environmental problems and establishes policies and safeguards to be included in the development plans and projects of the countries of the region;

Provides advice to Governments of the region, at their request, on policies, models, methodologies and actions for environmentally sound planning;

Assists members and associate members in integrating environmental considerations into their development policies and programmes with a view to creating a base for sustainable development and growth;

Conducts studies on long-term environmental issues and reviews implications for the development of regional strategies;

Prepares and implements projects on the follow-up to the United Nations Conference on Environment and Development and other international agendas and conferences;

Assists, at the regional, subregional and national levels, national Governments in preparing project proposals for submission to international organizations and participates in the substantive backstopping of such projects supported by ESCAP;

Disseminates relevant information to the Governments of the region and develops projects aimed at creation and enhancement of environmental awareness of the general public;

Organizes expert group meetings, interregional, regional and subregional seminars, workshops and symposia in the field of environment and development and represents ESCAP at meetings of relevant global and regional forums, as necessary;

Maintain liaison with the United Nations Environment Programme (UNEP) in order to provide a collaborative effort between the two organizational entities and maintains close contact with other intergovernmental, regional and subregional bodies;

Acts as a focal point for the formulation and promotion of a regional strategy on environmental and sustainable development in connection with the implementation of Agenda 21 and the Regional Strategy;

Provides substantive and secretariat services to the Commission, the meetings of the Ministers of Environment and Development, sessions of the Committee and other ad hoc intergovernmental meetings in the field of the environment.

5.2. Energy Resources Section

Undertakes and analyses regional energy policies and issues and suggests alternative strategies, methods and techniques for the proper development, rational utilization and management of energy resources;

Undertakes surveys and studies, and conducts meetings to identify issues related to the sustainable development of energy resources, and examines their environmental impact to recommend appropriate strategies and policies with a view to minimizing their adverse effects;

Disseminates results of the surveys, studies and proceedings to government agencies and other interested parties through newsletters, reports and publications;

Provides technical assistance to members and associate members in strengthening their national capabilities through advisory services, training, workshops and seminars;

Formulates and implements the medium-term plan and the programme of work of the secretariat on the basis of regional priorities and the recommendations of the Commission;

Establishes and maintains liaison with other agencies, organizations and bodies involved in energy activities at the global, regional and subregional levels.

5.3. Mineral Resources Section

Provides advice to Governments of the region in the exploration, development and environmental management of mineral resources;

Undertakes surveys, studies and maps on assessment of mineral resources in the region and recommends prospective areas, techniques and methodologies for exploration and development;

Provides advisory services in the formulation of national mineral policies, strategies and programmes for the development of mineral resources, including a regulatory framework for the promotion of foreign investments;

Assists member States in transition to a market economy in the development of their mining sectors through reviews of mining codes, regulations and taxation policies and appropriate training;

Promotes responsible planning and application of urban geology and new economic zones and the integration of geological data into the planning process;

Collects, evaluates and disseminates information relating to the assessment, development and environmental management of mineral resources and organizes training courses and seminars to provide technical assistance to members and associate members on matters requiring professional and technical expertise;

Provides substantive backstopping services to the Coordinating Committee for Coastal and Offshore Geoscience Programmes in East and Southeast Asia, the South Pacific Applied Geosciences Commission and Indian Ocean Marine Affairs Cooperation;

Assists the members and associate members in the implementation of the United Nations Convention on the Law of the Sea, focusing on coastal zone management and evaluation of the non-living resource potential in coastal and offshore areas;

Conducts regional seminars, workshops and training courses on various aspects of mineral, land and marine resource development.

5.4. Water Resources Section

Assists the Governments of the region in the formulation and implementation of plans and programmes for integrated water resources management in their national economic and social development scheme;

Formulates regional projects and provides technical advice on the implementation of Agenda 21 in relation to freshwater resources;

Collects, studies, analyses and disseminates information to the Governments of the region on environmentally sound and sustainable development and management of water resources;

Organizes expert group meetings, regional and subregional seminars, workshops and symposia on sustainable development, integrated management and protection of water resources;

Provides substantive and secretariat services to the Commission and the ESCAP Committee on Environment and Sustainable Development;

Supports the Governments of the region in their efforts in the prevention and mitigation of water-related disasters in line with the goals of the International Decade for Natural Disaster Reduction through capacity-building;

Develops and recommends to the members and associate members, at their request, policies, models, methodologies and actions for the development and utilization of transboundary water resources on a consensus basis;

Maintains coordination and cooperation for the development of the Mekong Basin and provides substantive services to the Typhoon Committee and the Panel on Tropical Cyclones;

Represents ESCAP at meetings of the ACC Subcommittee on Water Resources Development, the Secretariat of the International Decade for Natural Disaster Reduction, and in other relevant international meetings and conferences.

5.5. Space Technology Applications Unit

Assists member States in the formulation of national programmes and strategy on the application of space technology for sustainable natural resources management, environmental monitoring and planning;

Provides policies, models, techniques, information, analyses and/or results of studies on various issues and promotes the application of space technologies to address urgent environment and natural resources management problems of the region;

Organizes working group meetings, conferences, seminars and training courses, pilot projects and/or provides technical assistance on matters requiring professional and technical expertise, at the request of members and associate members;

Formulates and implements regional cooperative projects under the ESCAP Regional Space Applications Programme for Sustainable Development in Asia and the Pacific;

Promotes regional cooperation and serves as the ESCAP focal point on matters related to space application, establishes networks in the region and maintains contact with other United Nations and international organizations, and national government agencies, and represents ESCAP at relevant meetings;

Collects, evaluates and disseminates information related to the application of space technologies and other publications;

Provides substantive services to intergovernmental consultative working groups on remote sensing, geographic information systems (GIS), and related space applications forums.

6. SOCIAL DEVELOPMENT DIVISION

The Division is responsible for the formulation of policies and programmes aimed at the alleviation of poverty. It also serves as the focal point for coordination of social development activities in the region. In addition, it promotes the integration of marginalized social groups, including the poor, disabled persons, the aged and criminal offenders, in line with the Agenda for Action on Social Development in the ESCAP Region and the Agenda for Action for the Asian and Pacific Decade of Disabled Persons.

The Division consists of three units: the Social Policy Unit, the Disadvantaged Groups Unit and the Human Resources Development Unit.

6.1. Social Policy Unit

Conducts periodic surveys on the social development situation and carries out analytical studies to identify and assess emerging social issues and trends in the region;

Formulates and implements technical assistance projects to strengthen the capabilities of members and associate members in promoting regional cooperation;

Provides advisory services to members and associate members on social development issues, including the formulation and implementation of social development policies and programmes;

Collects and disseminates information and other relevant data on social development issues and policies in the ESCAP region, including the preparation and dissemination of the semi-annual ESCAP Social Development Newsletter;

Organizes ad hoc expert groups and intergovernmental meetings on priority needs of members and associate members in the field of social policy, including issues related to poverty alleviation, social integration and employment generation;

Acts as the focal point in the ESCAP secretariat and coordinates the provision of parliamentary services to the Commission and its relevant Committees, Asian and Pacific ministerial conferences on social development and ad hoc intergovernmental meetings;

Coordinates the ESCAP secretariat's activities in promoting regional cooperation and collaboration among concerned United Nations bodies and agencies and intergovernmental and non-governmental organizations in the planning and implementation of social development programmes.

6.2. Disadvantaged Groups Unit

Conducts periodic surveys and prepares research studies on the impact of economic and social policies and programmes on disadvantaged groups;

Develops and implements technical assistance projects aimed at generating innovative approaches to the integration of disadvantaged groups into the development mainstream;

Promotes regional and subregional cooperation on modalities for addressing critical issues faced by disadvantaged groups in societies undergoing rapid change, with particular consideration to technical cooperation among developing countries through the organization of national and subregional training workshops and field study-cum-seminar programmes;

Provides assistance to members and associate members in the development and strengthening of polices and programmes directed at community-based approaches to drug-demand reduction and HIV/AIDS prevention, and maintains an up-to-date regional database on those subjects;

Promotes the implementation of the Agenda for Action for the Asian and Pacific Decade of Disabled Persons through the monitoring of progress and the development and implementation of operational activities in support of the Agenda for Action, as well as through the conduct of annual surveys, convening of meetings on critical issues, facilitation of inter-agency and inter-organizational collaboration, provision of advisory services, and administration of the ESCAP Technical Cooperation Trust Fund for the Decade.

6.3. Human Resources Development Unit

Conducts analytical studies and periodic surveys of the human resources development situation in Asia and the Pacific;

Provides advisory services to members and associate members in the formulation and implementation of human resources development policies and programmes;

Collects and disseminates information and other relevant data on regional policies and programmes on human resources development;

Coordinates the activities of the ESCAP Network of National Focal Points for Human Resources Development in the ESCAP Region;

Organizes ad hoc expert groups and intergovernmental meetings on priority needs of members and associate members in the field of human resources development, including issues related to investment in human resources, utilization of human resources and enhancement of the quality of life;

Develops and implements technical assistance projects to enhance the skills of national personnel;

Serves as the focal point for all matters related to the development of human resources among youth and their participation in national development;

Coordinates the activities of the secretariat in the field of human resources development and facilitates cooperation and coordination among United Nations agencies, and intergovernmental and non-governmental organizations in the region.

7. RURAL AND URBAN DEVELOPMENT DIVISION

The Division is responsible for establishing policies and programmes to enhance agricultural growth and rural development. It formulates policies, plans and programmes to improve the quality of life in human settlements, and to strengthen institutions that manage human settlements programmes. The Division promotes the full integration of women in development and the improvement of their status in line with the Nairobi Forward-looking Strategies for the Advancement of Women.

The Division comprises three sections: the Rural Development Section, the ESCAP/UNCHS Joint Section on Human Settlements and the Women in Development Section.

7.1. Rural Development Section

Collects, reviews and analyses data on various aspects of rural and agricultural development in the region and suggests appropriate policies to accelerate the development process in the rural sector;

Identifies innovative approaches on rural and agricultural development adopted by different countries and disseminates such information through ad hoc reports, publications and bulletins;

Organizes meetings, seminars, workshops and training courses, as appropriate, on aspects of rural and agricultural development based on the priority needs of members and associate members;

Assists the Inter-agency Committee on Poverty Alleviation in the planning, implementation and evaluation of its programmes, and provides services to the meetings of the Committee and its Task Force;

Maintains liaison with ACC, its Subcommittee on Rural Development, and relevant regional institutions and centres in the Asian and Pacific region;

Initiates and implements substantive activities on rural poverty alleviation and assists Governments in implementing the Inter-agency Coordinated Plan of Action for Integrated Rural Development for Asia and the Pacific;

Provides advisory, training and other technical services to the Governments of the region on the effective use of fertilizers and pesticides, and maintains liaison with the ESCAP/FAO/UNIDO Fertilizer Advisory, Development and Information Network for Asia and the Pacific (FADINAP);

Renders advisory, training and other technical services in order to promote the production and use of appropriate agricultural machineries, and maintains liaison with the Regional Network for Agricultural Machinery (RNAM).

7.2. ESCAP/UNCHS Joint Section on Human Settlements

Monitors and analyses the human settlements situation in the countries of the region, alerts members and associate members to the emerging trends and problems, reviews their policies and suggests corrective measures;

Prepares studies, organizes conferences and seminars, conducts training programmes and publishes technical and policy guidelines on various subjects related to human settlements;

Promotes technical cooperation among members and associate members in human settlements development, facilitates the transfer of technology and "know-how" through exchanges of experience at the national and local levels as well as between local governments and NGOs;

Functions as a clearing-house for information on human settlements, and acts as a catalyst for creation of awareness of human settlements issues;

Provides substantive support to technical assistance projects in the field of human settlements and extends advisory services to members and associate members on request;

Coordinates activities with other relevant international agencies and regional institutes in the field of human settlements and provides regional inputs to their activities;

Represents ESCAP in the Commission on Human Settlements and other relevant global and regional forums, as necessary.

7.3. Women in Development Section

Conducts studies on issues related to women in development and monitors and evaluates the progress achieved by countries of the region in implementing the global and regional mandates and strategies;

Collects, evaluates and disseminates information on policies, issues, programmes and statistics on women in development in the region and issues a periodical publication entitled Women in Development Newsletter;

Convenes intergovernmental and expert group meetings on various issues in the field of women in development; organizes training workshops to improve the integration of women into all aspects of development, and renders advisory services to assist Governments in the management of women's information centres and the technical processing of information on women in development;

Represents ESCAP in the Commission on the Status of Women and other relevant global and regional forums, as necessary;

Maintains liaison with concerned United Nations bodies, specialized agencies and NGOs on activities relating to advancing the status of women in Asia and the Pacific.

8. POPULATION DIVISION

The Division is responsible for promoting integrated approaches to population planning and assisting members and associate members in the formulation of relevant policies. It provides substantive and secretariat services to the Commission as well as to the Committee on Poverty Alleviation through Economic Growth and Social Development on issues relevant to population and development, and assists the members and associate members in their national planning and policy development.

The Division comprises two sections: the Population and Development Section and the Population Information and Communication Section.

8.1. Population and Development Section

Assists members and associate members in formulating population policies and in strengthening national capabilities in development policy and planning in relation to population issues and linkages with the environment, alleviation of poverty and sustainable development;

Promotes awareness of issues related to population development, by providing technical assistance, fellowships, training and research to members and associate members in the region;

Undertakes reviews focused on the topics of fertility and family planning, population structure, including ageing, migration, urbanization, the interrelationship between environment and population, the demographic implications of women's role in development, labour force participation, health and mortality.

8.2. Population Information and Communication Section

Collects and analyses population-related information, and produces newsletters, professional journals, inventories, and bibliographies;

Maintains liaison with the Asia-Pacific Population Information Network and collects and establishes databases to facilitate exchange of information.

9. TRANSPORT, COMMUNICATIONS AND TOURISM DIVISION

The Division is responsible for the provision of assistance for improving the transport and communications services and infrastructural facilities of the countries of the region. It also assists members and associate members in the region in increasing national capabilities in institutional development, formulating policies and development strategies and increasing technical capacity to maximize socio-economic benefits from the orderly development of tourism, while minimizing its adverse impacts.

The Division comprises three sections and one unit: the General Transport, Coordination and Communications Section, the Land Transport Section, the Water Transport Section and the Tourism Unit.

9.1. General Transport, Coordination and Communications Section

Assists in strengthening national transport policy and planning capabilities by developing integrated transport information systems and computer databases for the region;

Undertakes policy-oriented research and analytical studies on emerging transport issues of importance to the region;

Develops and maintains planning and management tools and models for application in transport subsectors;

Promotes the introduction of policy measures which encourage both the efficient allocation of resources among competing transport modes and prices that reflect their relative resource costs adequately;

Promotes the orderly development of urban transport, including the development of training programmes for the planning, management and operation of urban transport systems;

Promotes the development of rural transport infrastructure and services, including the financing, administration, operation and maintenance aspects;

Promotes inter-agency cooperation and maintains liaison with relevant United Nations organizations, specialized agencies and intergovernmental organizations for coordination, monitoring and implementation of the programme for the Transport and Communications Decade for Asia and the Pacific and the New Delhi action plan on infrastructure development;

Undertakes support activities and exchanges information and maintains liaison with relevant organizational entities on aviation, telecommunications and postal services;

Prepares various publications on issues related to transport and communications.

9.2. Land Transport Section

Assists in strengthening national capabilities in efficient land transport development and operations;

Promotes integrated interregional land transport networks and proposes measures for the improvement of transport infrastructure and services;

Promotes expansion and development of the Asian Highway and Trans-Asian Railway networks, and improves transport facilitation, border-crossing and transit measures;

Assists in strengthening institutions, human resources development, implementation of planning tools and models and improvement of management information systems;

Promotes commercialization of land transport enterprises and infrastructure facilities;

Assists in the introduction of appropriate new technologies and efficient operational practices which are safe, and environmentally sound;

Provides technical advisory services to members and associate members upon request;

Promotes regional and subregional cooperation for land transport development.

9.3. Water Transport Section

Assists in strengthening national capabilities in efficient water transport development and operation;

Undertakes research and development of guidelines for appropriate levels of State enterprise autonomy, and assists in the implementation of commercialization initiatives;

Develops sound corporate management procedures, information systems, pricing policies in ports, inland waterways and dredging;

Assists in strengthening institutions, human resources development and implementation of planning tools and models;

Assists members and associate members in the implementation of model contingency plans for environmentally sound and safe operation of ports, shipping, inland water transport and dredging;

Promotes the introduction of appropriate technology and improved operational methods in ports, shipping, inland waterways and dredging;

Promotes the development of multimodal transport and the freight forwarding industry;

Promotes the development of shippers' cooperation at the national, subregional and regional levels;

Provides technical assistance, including advisory services, to members and associate members upon request.

9.4. Tourism Unit

Assists in strengthening national capabilities in tourism policy, planning and marketing;

Assists in human resources development in the tourism sector;

Assists in taking effective steps to create a favourable investment climate for the development of tourism;

Promotes regional and subregional cooperation in tourism development;

Provides technical advisory services to member States upon request;

Disseminates data and information on tourism development issues through various publications.

10. STATISTICS DIVISION

The Division is responsible for collecting and processing data needed for the formulation, monitoring and evaluation of development plans and policies by using modern information technology in the public sector at both central and subnational levels. It assists in increasing the statistical capacity of developing countries in their efforts by improving the quality of demographic, social, economic and other statistics in a form suitable for retrieval and dissemination. Additionally, the Division provides substantive and secretariat services to the Commission, the Committee on Statistics and other subsidiary bodies of the Commission on issues relevant to statistical development.

The Division comprises two sections: the Statistical Information Services Section and the Statistics Development Section.

10.1. Statistical Information Services Section

Collects, evaluates and compiles internationally comparable regional and country-specific statistical data on various subjects and disseminates them through publications;

Provides advice on the use of statistical data and methodology and the formulation of questionnaires to other organizational units in ESCAP;

Develops and manages the Statistical Information System, promotes coordination of statistical databases and maintains an inventory of all databases within the ESCAP secretariat;

Provides assistance to members and associate members, through direct technical cooperation, in strengthening and consolidating their statistical capacity.

10.2. Statistics Development Section

Organizes technical seminars and workshops designed to build national statistical capability; facilitates the exchange of country expertise; and promotes the formulation, adoption, adaptation and implementation of international and regional statistical standards;

Organizes training courses in various fields of statistics and assists in statistical training activities in the region organized by the Statistical Institute for Asia and the Pacific and other institutions;

Provides advisory services, on request, to countries of the region;

Assists countries in the formulation of project proposals designed to secure technical and financial assistance for the development of statistics;

Conducts research on statistical methods and problems;

Provides assistance in computerization activities and disseminates related information to the Governments of the region upon request;

Collaborates with the United Nations Statistical Division and other international bodies in the formulation and implementation of international recommendations and guidelines in various fields of statistics;

Serves as a clearing-house for national statistical offices in the region and provides information on methodological developments, new publications and relevant training opportunities;

Provides substantive backstopping to the Statistical Institute for Asia and the Pacific and to the statistical operations of the ESCAP Pacific Operations Centre.

11. PROGRAMME MANAGEMENT DIVISION

The Division is responsible for the provision of substantive and secretariat services to the Commission, its subsidiary bodies, and the meetings of the Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission. In addition, the Division:

Coordinates the planning, programming and implementation of the work programme of the Commission, including its programme of technical cooperation activities;

Assists and advises the Executive Secretary on establishing coherent policy and strategic guidelines on programme planning and operational activities of ESCAP for mobilizing, managing and use of regular and extrabudgetary resources;

Promotes the multidisciplinary and thematic approach in the formulation and implementation of the work programme;

Formulates, in collaboration with other units in ESCAP, the medium-term plan, the biennial programme budget and the annual extrabudgetary funding forecasts;

Coordinates the planning, programming and implementation of the work programme;

Prepares the schedule for ESCAP publications and promotional materials and organizes appropriate training seminars and workshops to improve the quality of these publications and their greater dissemination;

Provides overall strategic guidance for extrabudgetary project proposals to be submitted to donors and establishes appropriate trust fund accounts on receipt of funding;

Promotes ESCAP technical cooperation activities among potential donors with a view to sustaining or securing additional funding support;

Organizes annual donor consultations on extrabudgetary resources and project implementation reviews as well as other joint programming activities;

Evaluates, reviews the progress, and monitors the implementation of the ESCAP work programme, including technical cooperation projects and regional advisory services;

Maintains liaison with ESCAP regional institutions on programming and technical assistance matters.

12. ADMINISTRATIVE SERVICES DIVISION

The Division provides administrative and support services to the various components and staff of ESCAP within the framework of the system-wide administrative instructions and guidelines set by the Organization. In addition, the Division provides administrative and secretariat services to the Commission and its subsidiary bodies and other intergovernmental meetings. The Division also administers the implementation of the Headquarters Agreement signed between the United Nations and the host Government.

The Administrative Services Division comprises the following organizational units: Financial Services Section, Personnel Services Section, Electronic Services Section, United Nations Medical Service, Conference and General Services Section, Editorial Services Section, Language Services Section and United Nations Library in Bangkok.

12.1. Financial Services Section

Maintains the overall budgetary and accounting records for the operation of ESCAP and its outposted regional/institutional offices;

Prepares and submits financial statements to United Nations Headquarters for inclusion in the Secretary-General's annual financial reports as well as to UNDP, the United Nations Population Fund and donor Governments;

Provides to the certifying officers and fund managers the monthly allotment status reports to ensure that the obligations or expenditures are met and assists in reviewing the validity of outstanding obligations and cancels, on behalf of the Controller, those considered to be invalid;

Provides for the control and follow-up of accounts receivable and payable and submits cases with recommendations for write-off to the Controller;

Makes recommendations to the United Nations Treasurer to open or close official bank accounts;

Performs other functions that may be required to improve the control and reporting of the financial activities of the United Nations.

12.2. Personnel Services Section

Administers the application of the vacancy management system and recruits project personnel, and other personnel, within the corresponding delegation of authority to the regional commissions;

Reviews and/or assists in preparing job descriptions, taking into account the organizational structure and work programme of the office concerned;

Implements personnel policy and administers the rules concerning duties, obligations and privileges of staff in accordance with the Staff Regulations and Rules and related policies;

Initiates and administers the language and other staff training programmes;

Maintains liaison with the host Government on personnel matters;

Coordinates and consults with other United Nations offices/agencies in Bangkok on matters of common interest, e.g., local salary surveys, housing and cost-of-living surveys, and classification of General Service posts.

12.3. Electronic Services Section

Promotes the application of information technology to the implementation of the work programme in the ESCAP secretariat;

Provides support in the development of computerized information systems and the utilization of information technology;

Manages and operates the computer and telecommunications infrastructure;

Manages electronic data processing (EDP) equipment inventory and purchasing activities and initiatives, and administers the staff EDP skills training programme;

Provides electronic word-processing services and undertakes the training of staff in the application of computer facilities and data transmission services.

12.4. United Nations Medical Service

Renders medical services to staff of ESCAP and United Nations agencies in Thailand and neighbouring countries, as needed.

12.5. Conference and General Services Section

Handles administrative and logistic arrangements for meetings of the Commission, its subsidiary bodies and other ad hoc intergovernmental meetings;

Provides conference services, documents reproduction and distribution and handles sales of ESCAP publications;

Manages the use of the United Nations Conference Centre;

Maintains and operates the United Nations building in Bangkok, including all facilities and grounds upkeep;

Purchases equipment, supplies and services, operates official vehicles, and handles property management;

Provides travel and transportation and obtains visas/permits;

Administers security and safety measures at the United Nations building and coordinates the United Nations Security Plan for Thailand.

12.6. Editorial Services Section

Edits, translates (into English) and revises documents, official reports and publications.

12.7. Language Services Section

Translates documents and correspondence from English into the three other working languages of the Commission: Chinese, French and Russian;

Provides interpretation for meetings from and into these four languages; trains translators for interpretation duty;

Provides training for interpretation.

12.8. United Nations Library in Bangkok

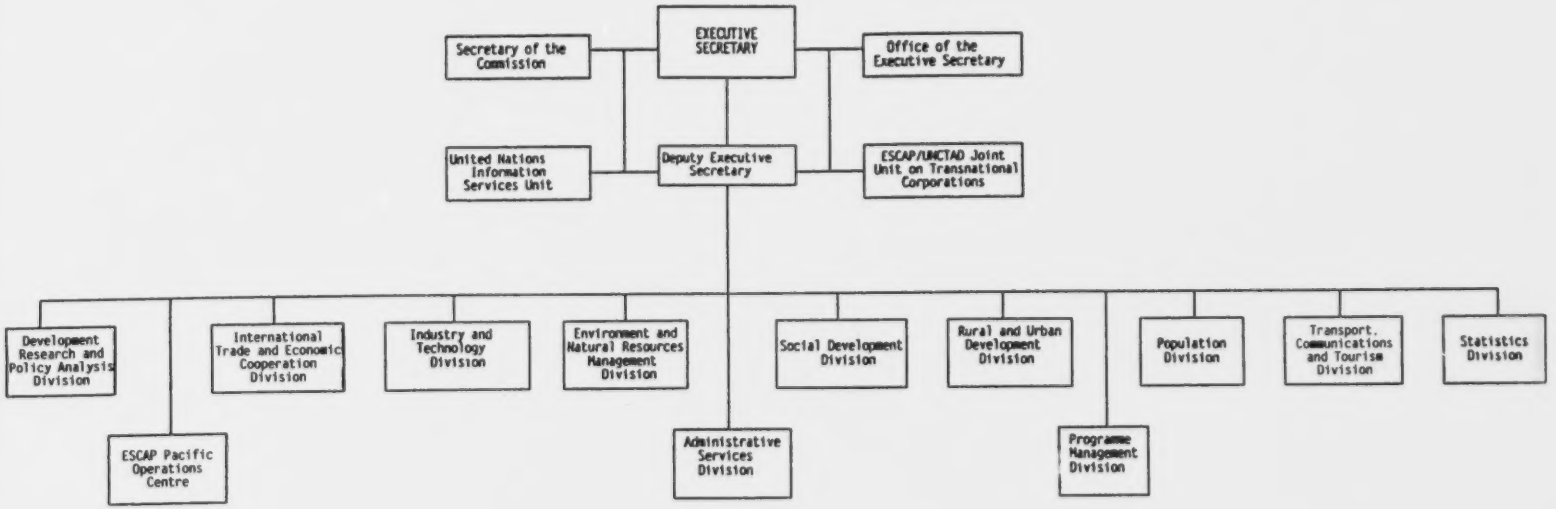
Organizes, maintains and manages the Library;

Plans and manages the ESCAP Bibliographic Information System (EBIS) and the information retrieval services for ESCAP members and associate members and the secretariat;

Undertakes bibliographic and library functions to support the work of the secretariat;

Serves as a local repository for the collection of United Nations and ESCAP documents, and plays a lead role in the development and dissemination of information specifically in the Asian and Pacific region.

ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC


EXECUTIVE SECRETARY
Secretary of the Commission
Office of the Executive Secretary
United Nations Information Services Unit
Deputy Executive Secretary
ESCAP/UNCTAD Joint Unit on Transnational Corporations
Development Research and Policy Analysis Division
International Trade and Economic Cooperation Division
Industry and Technology Division
Environment and Natural Resources Management Division
Social Development Division
Rural and Urban Development Division
Population Division
Transport, Communications and Tourism Division
Statistics Division
ESCAP Pacific Operations Centre
Administrative Services Division
Programme Management Division